

CENTRAL HIGH SCHOOL
BUSINESS DEPARTMENT

Report from the staff

Re: What can Business do for us.

Before presenting our composite thinking, I must give an opening statement. No matter how excellent our program may be, it will not succeed if the students are not active participants. My observations indicate that too many of our young men and women have no respect for time (excessive absence and cutting), property (deliberate damage to equipment), their peers, themselves and above all, adult authority. The teachers can not be blamed for poor attendance. Blame instead the system which places the teacher only one hold--the failur mark--which does not place the underachiever on mal-content.

High school is the next link to the job field. Therefore, when students come out unprepared the blame falls upon us. I believe that BICO must be in the forefront of a crash program aimed at the core of the problem--unprepared students, many years behind, coming into the high schools. The problem occurs in the elementary years. Therefore, while I don't want you to forsake Central, it is time that the Cancer of unequipped students is cut out!!!

Now to the topic.

1. Work-study programs

- a. Distributive Education, Diversified Occupations, Data Processing, Ventland Medical Business Office.
- b. Industry can be the tool to get the programs operable. Provide the equipment and the jobs.

2. Advisory Committees

- a. Composed of people in the various disciplines.
- b. The groups would advise the school about practices in use in the business world.
- c. The groups would then help the teachers revise the course content to meet the business needs.

3. Speakers

- a. Businesses should be available to provide speakers when classes are on the appropriate subjects. Banking, insurance, etc. Former students who have succeeded make very good representatives.
- b. Bank tellers, clerk typists, bookkeepers, etc. could discuss their duties.
- c. Personnel directors could talk about the qualifications they seek, especially the minimal skills necessary.

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- d. Demonstrations by skilled operators of various types of office equipment.
 - e. Provide the booklets given to new employees showing job requirements, so that our students know what will be required of them on the job.
4. Provide seminars, workshops and conferences, locally, to help upgrade teachers' skills.
 5. Open business establishments to visits by the students so that they see the opportunities for jobs first hand.
 6. Donate business forms--requisitions, purchase orders, invoices, window envelopes, etc.
 7. Donate used but operable equipment to the school for use by the students. Xerox machines, duplicator machines, time-clocks with the cards, cash registers, etc.

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Department Chairman